

**Archives [State of Georgia---Presidential Campaign Records Transfer]**

Folder Citation: Collection: Office of Staff Secretary; Series: 1976 Campaign Transition File;  
Folder: Archives [State of Georgia---Presidential Campaign Records Transfer]; Container 1

To See Complete Finding Aid:

[http://www.jimmycarterlibrary.gov/library/findingaids/Staff\\_Secretary.pdf](http://www.jimmycarterlibrary.gov/library/findingaids/Staff_Secretary.pdf)

*John Hamilton*

October 18, 1976

M E M O R A N D U M

TO: All Staff

FROM: Hamilton Jordan

SUBJECT: Guidelines for Preservation of Carter  
Presidential Campaign Records

Governor Carter has asked the Georgia State Archives to store all records and files of his Presidential campaign. The Archives has agreed. The following guidelines are provided to insure the orderly gathering of records for transfer to archives and to insure our ability to locate specific papers after they have been stored.

Retention Standards

The retention standards are simple: Save Everything! Fiscal records must be kept under Federal law. Everything else related to the campaign has potential historical value. "Everything" includes such things as:

schedules	calendars	external correspondence
internal correspondence	information packages	any campaign materials
tapes & other recordings	reference materials	working papers
procedure documentation	press clippings	name lists/ contact lists
daily/weekly reports	polling data	automated computer files
budgets/fiscal records	directories	speeches
organization charts	legal files	briefing books
newsletters	volunteer records	task force recommendations
photographs		

If you want to keep anything, please copy it and keep the copy. Originals should go to the Archives. They belong to the campaign.

Transmittal Forms

The Archives has furnished a standard transmittal form (AR-48-71 adapted) which provides for file series identification and for file inventory. A copy is attached. Please xerox the number you will need.

Description

The form has two pages: the first requests basic information and provides space for a file inventory; the second page is for continuation of the inventory.

File Series

A file series is a complete set of inter-related files. A series can be relatively large in volume such as general correspondence files or relatively small in volume such as a single individuals working files. (A set of forms should be completed for each file series).

A copy and an original should be made of each set of forms. The copy should be placed inside the # 1 box in each file series. The original should be sent in an envelope to :

John Martin Sloan  
Carter-Mondale Campaign  
22nd Floor-Room 127  
100 Colony Square  
Atlanta, Georgia 30309

Filling Out the Forms

- A. In the space marked "From: (name and address)," give the name of the individual responsible for the file series and the division or field headquarters; Carter - Mondale Campaign; and the address. Check Agent.
- B. In space # 1 check Archives.
- C. In space # 2 put Jimmy Carter.
- D. Space # 3 allows for the restriction of access to the file series after storage in Archives. There are three basic classifications:
  1. unlimited public access
  2. Limited Access:  
access restricted to specific individuals (give names)
  3. Restricted:  
completely restricted (give a date when restriction can be lifted)

Governor Carter and his authorized agents can allow access to any file at any time. (Note: Governor has always been open about his actions and records. Very few of his records as Governor have been classified. Please exercise restrictions with care.)
- E. In space # 4 put the name of the individual listed in the box headed "From: (name and address)."
- F. Leave # 5 blank.
- G. In space # 6 give the telephone number of the individual listed in space # 4.
- H. In space # 7 give a description of the use and content of the file series. This does not need to be a one line description. Use as many lines as needed (within reason) to describe the series.
- I. In space # 8 put the date.

- J. In the column on the left side of the page, number the storage boxes used for the file series.
- K. In the "Description of Contents of Each Box" column, list the file heading each folder that is stored in this particular box. If the folders have only alphabetized or numerical headings it is not necessary to list each folder.

### Packing Procedure

#### Boxes

We have a standard storage box which is compatible with the storage facilities at Archives. (Boxes can be obtained from John Martin or Curtis Allen at 897-5078). Each box will accomodate 3/4 to 1 complete file drawer depending on whether the material is letter or legal size.

#### Packing

Papers should remain in the file folders when packed. The folders should be packed standing up in the box as they would be in the file drawer. There is no need to overfill the boxes as we have plenty. Each box should be numbered and the contents of each box should be listed on the transmittal sheet. You may also want to label each box itself.

#### Time

Packing should begin immediately for file series which are no longer in use, especially primary records. Packing for the remainder of the campaign materials should begin soon. All files should be processed by November 5.

#### Holding Area

A temporary holding area has been set up on the 22nd Floor of the 100 Colony Square Building. All boxes should be sent there to the attention of John Martin. An area for confidential material is also available. If confidential material is being transmitted, prior notice should be given to John Martin at 897-5078.

#### Assistance

If you need assistance, please contact John Martin at 897-5078.

State of Georgia Office of the Secretary of State Georgia Department of Archives and History Atlanta, Georgia 30334		For Archives or Records Center Use Only	
From: (Name and address)		Accession No.	Record Group No.
Check one: <input type="checkbox"/> Donor <input type="checkbox"/> Agent		Signature	Date Records Received
		1. Ship to: <input type="checkbox"/> Archives	
		2. Donor (if not named at left)	
3. Cite security classification and/or restriction on use, if any.			
4. Person to Contact:		5. Building and room number.	6. Phone number
7. Description of Records:			8. Date Sent:
Box No.	Description of Contents of Each Box	Special Instructions (Access, etc.)	

(NOT-GOVERNMENTAL RECORDS USE)

Standard Form 101-48A-71 (adptd) RECORDS TRANSMITTAL AND RECEIPT (Continuation)

Page of Pages

State of Georgia  
Office of the Secretary of State  
Georgia Department of Archives and History  
Atlanta, Georgia 30334

Name of agency and organizational component sending records

Date

Box No.

Description of Contents of Each Box

Special Instructions  
(Access, etc.)

(NON-GOVERNMENTAL RECORDS USE)  
RECORDS TRANSMITTAL AND RECEIPT

Standard Form 101-41-71 (adapted)

Page 1 of 1

Pages

State of Georgia  
Office of the Secretary of State  
Georgia Department of Archives and History

Atlanta, Georgia 30334

From: (Name and address) Check one: ☐ Donor  
☒ Agent

MAXIE WELLS  
P. O. BOX 1976  
ATLANTA, GEORGIA 30301

For Archives or Records Center Use Only

Accession No.

Record Group No.

Signature

Date Records Received

1. Ship to: ☐ Archives ☒

2. Donor (if not named at left)

JIMMY CARTER

3. Cite security classification and/or restriction on use, if any.

NONE (UNLIMITED PUBLIC ACCESS)

4. Person to Contact:  
MAXIE WELLS

5. Building and room number.

6. Phone number  
912/824-3366

7. Description of Records:  
JIMMY CARTER SPEECHES, DRAFTS, NOTES, AND STATEMENTS  
DEBATE NOTES, READER'S DIGEST ARTICLE, PHONE CALLS

8. Date Sent:  
NOV. 10, 1976

Box No.	Description of Contents of Each Box	Special Instructions (Access, etc.)
1	<p>SPEECHES, SPEECH DRAFTS, NOTES AND STATEMENTS (SEE ATTACHED CATALOGUE SHEET) ALL WITH GREEN LABELS</p> <p>DEBATE NOTES RED LABELS READER'S DIGEST ARTICLE TWO FOLDERS OF PHONE CALLS</p> <p>* * * * *</p> <p>CONTAINS <u>MANY</u> HANDWRITTEN NOTES FROM GOVERNOR CARTER</p> <p>* * * * *</p>	UNLIMITED PUBLIC ACCESS

SPEECH NOTES AND STATEMENTS

CONVENTION THROUGH GENERAL ELECTION

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SPEECH MEMOS (From Staff)

SPEECH NOTES (Marked)

SPEECH NOTES (Unmarked)

ACCEPTANCE SPEECH at Democratic National Convention  
New York, New York  
Thursday, July 22, 1976

AFL-CIO SPEECH  
Washington, D. C.  
August 31, 1976

AFL-CIO/DEARBORN SPEECH  
Dearborn, Michigan  
September 15, 1976

ECONOMY

AL SMITH DINNER SPEECH  
New York, New York  
October 21, 1976

AMERICAN BAR ASSOCIATION SPEECH  
Atlanta, Georgia  
August 7, 1976

AMERICAN LEGION SPEECH  
Seattle, Washington  
August 24, 1976

AMERICAN PUBLIC HEALTH ASSOCIATION SPEECH  
Miami, Florida  
October 19, 1976

B'NAI B'RITH SPEECH at B'nai B'rith Convention  
Washington, D. C.  
September 8, 1976

CATHOLIC CHARITIES SPEECH

CLOSED GOVERNMENT INSERT  
Became part of standard stump speech  
First delivered in Albuquerque, New Mexico  
October 8, 1976

FORD PRESS CONFERENCES  
(Lack of), etc.



SPEECH NOTES AND STATEMENTS  
CONVENTION THROUGH GENERAL ELECTION  
PAGE TWO

CRIME SPEECH  
Detroit, Michigan  
October 15, 1976

DEMOCRATIC DINNER INSERT

FARM SPEECH  
Des Moines, Iowa  
August 25, 1976

FARM WORKERS' STATEMENT  
Spoken over phone to United Farm Workers  
of America, AFL-CIO Convention  
Fresno, California  
September 5, 1976, 5:00 P.M.

PROPOSITION 14

FOURTH OF JULY SPEECH

GOVERNMENT REORGANIZATION STATEMENT  
Columbus, Ohio News Conference  
September 9, 1976

HOFSTRA UNIVERSITY SPEECH  
New York, New York  
October 28, 1976

HOUSTON SPEECH  
Houston, Texas  
September 24, 1976

ECONOMY

"I SEE AN AMERICA" ENDING

ITALIAN/AMERICAN DINNER SPEECH  
Washington, D. C.  
September 16, 1976

LIBERAL PARTY DINNER SPEECH  
New York, New York  
October 14, 1976

MANCHESTER RALLY SPEECH  
Manchester, New Hampshire  
August 3, 1976

MAYORS' CONFERENCE SPEECH

SPEECH NOTES AND STATEMENTS  
CONVENTION THROUGH GENERAL ELECTION  
PAGE THREE

MEDICAID STATEMENT  
Phoenix, Arizona  
September 14, 1976

NOTRE DAME SPEECH  
South Bend, Indiana  
October 10, 1976

HUMAN RIGHTS

NEW YORK RALLY SPEECH  
Sidewalk Speech Delivered Day JC  
Arrived in New York for Democratic  
National Convention  
New York, New York  
July 11, 1976

"PEOPLE RULE" INSERT

PROPERTY TAX STATEMENT  
Mission Viejo, California  
September 26, 1976

PUBLIC CITIZENS FORUM SPEECH  
Washington, D. C.  
August 9, 1976

PULASKI DAY DINNER SPEECH  
Chicago, Illinois

SENIOR CITIZENS SPEECH  
Pittsburgh, Pennsylvania  
October 28, 1976

SMALL BUSINESS SPEECH  
Birmingham, Alabama  
September 13, 1976

SOCIAL SECURITY STATEMENT  
August 14, 1976

TAX STATEMENT  
New Orleans, Louisiana  
October 30, 1976

SPEECH NOTES AND STATEMENTS  
CONVENTION THROUGH GENERAL ELECTION  
PAGE FOUR

TOWN HALL FORUM SPEECH  
Los Angeles, California  
August 23, 1976

UNITED NATIONS SPEECH  
New York, New York  
May 13, 1976

NUCLEAR ENERGY

VOTER EDUCATION PROJECT DINNER  
Atlanta, Georgia  
August 30, 1976

VOLUNTEERISM SPEECH

WARM SPRINGS SPEECH  
Warm Springs, Georgia  
Labor Day, 1976

ALSO CONTAINS  
LABOR DAY STATEMENTS

WOMEN'S SPEECH